

WP Type	Deliverable / Activity Ref. N°	Activities (as indicated in the LFM)	Duration (weeks)	Month																																					
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
DEV	1.1	Analysing the current situation in Serbia regarding institutional legislative and administrative framework	7			x	x	x	x	x	x	x																													
DEV	1.2	Reviewing the models of EU partners' relevant legal and administrative framework	23					xo	xo	xo	xo	xo	xo																												
DEV	1.3	Analysing target areas and the ways of their improvement; developing and adopting action plans and procedures for enhancing information channels among all	12																																						
DEV	1.4	Developing and adopting university protocols and manuals for the staff dealing with international students and affairs	10																																						
DEV	1.5	Developing and adopting standardized documents to be issued to foreign students	5																																						
DEV	2.1	Analysing current practices in academic mobility services, and establishing / enhancing them	30					x	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo
DEV	2.2	Updating university / faculty websites to better present institutional opportunities	29					x	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo	xo
DEV	2.3	Upgrading technical equipment and support at universities	19																																						
DEV	2.4	Forming and updating databases of available courses and programs in foreign languages; creating tailor-made materials (guides, booklets) for foreign students a	52			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
DEV	2.5	Intensifying institutional advertising activities	7					x	x	x	x	x	x	x																											
DEV	3.1	Making study visits to EU partners	7																																						
DEV	3.2	Training in Serbia for knowledge, skills and procedures at all institutional levels	15																																						
DEV	3.3	Developing and updating foreign student hosting networks, model working protocols and databases of student hosts	24																																						
DEV	3.4	Introducing mapping mobility mechanisms at HEIs in Serbia; developing and updating databases of academic contact persons for foreign students	38																																						
DEV	4.1	Establishing cooperation networks among all language professionals at partner Serbian universities so as to promote, enhance and organize various language su	19																																						
DEV	4.2	Developing and adopting guidelines for providing language support to teaching staff (translation services and classes)	27																																						
DEV	4.3	Developing model English-for-specific-purposes courses for university administrative staff	23																																						
DEV	4.4	Developing guidelines for organizing language support (Serbian classes) for foreign students coming to Serbian universities	14																																						
DISS	5.1	Creating, maintaining and regular updating of the project web-site	10	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
DISS	5.2	Preparing annual joint reports on project achievements	13																																						
DISS	5.3	Designing and distributing project promotional materials	15																																						
DISS	5.4	Giving information about the project at various dissemination gatherings	18																																						
QPLN	6.1	Establishing internal work quality standards and procedures, esatblishing Quality Assurance Group to monitor project performance	6	x	xo	x	xo	x	xo																																
QPLN	6.2	WP coordinators and the Core Group preparing quality reports; the QAG's evaluating the reports	27																																						
QPLN	6.3	Organizing interproject coaching	2																																						
QPLN	6.4	Arranging and establishing independent monitoring evaluations by expert(s) (mid-term and end)	10																																						
EXP	7.1	Implementing the project results that are incorporated into legal documents	4																																						
EXP	7.2	Establishing mechanisms for keeping project outputs (databases, portals, networks etc.) regularly maintained / updated / sustainable	9																																						
EXP	7.3	Organizing seminars for non-partner institutions for the multiplier effect	11																																						
MNGT	8.1	Organizing kick-off project meeting, setting up project management bodies, signing partnership agreement	10	xo	xo	xo	xo	xo																																	
MNGT	8.2	Adopting relevant documents and passing relevant decisions passed at regular meetings of the project management bodies and at coordination meetings	40																																						
MNGT	8.3	Doing regular financial administration and bookkeeping	54	x	x	x	x	xo	x	x	x	x	x	xo	x	x	x	x	xo	x	x	x	x	xo	x	x	x	xo	x	x	x	x	xo	x	x	x	x	x	xo	x	
MNGT	8.4	Doing financial auditing (mid-term and end)	7																																						
MNGT	8.5	Doing day-to-day coordination activities	120	xo	x	x	x	x	xo	x	x	x	x	xo	x	x	x	x	xo	x	x	x	xo	x	x	x	xo	x	x	x	x	xo	x	x	x	x	xo	x	x		